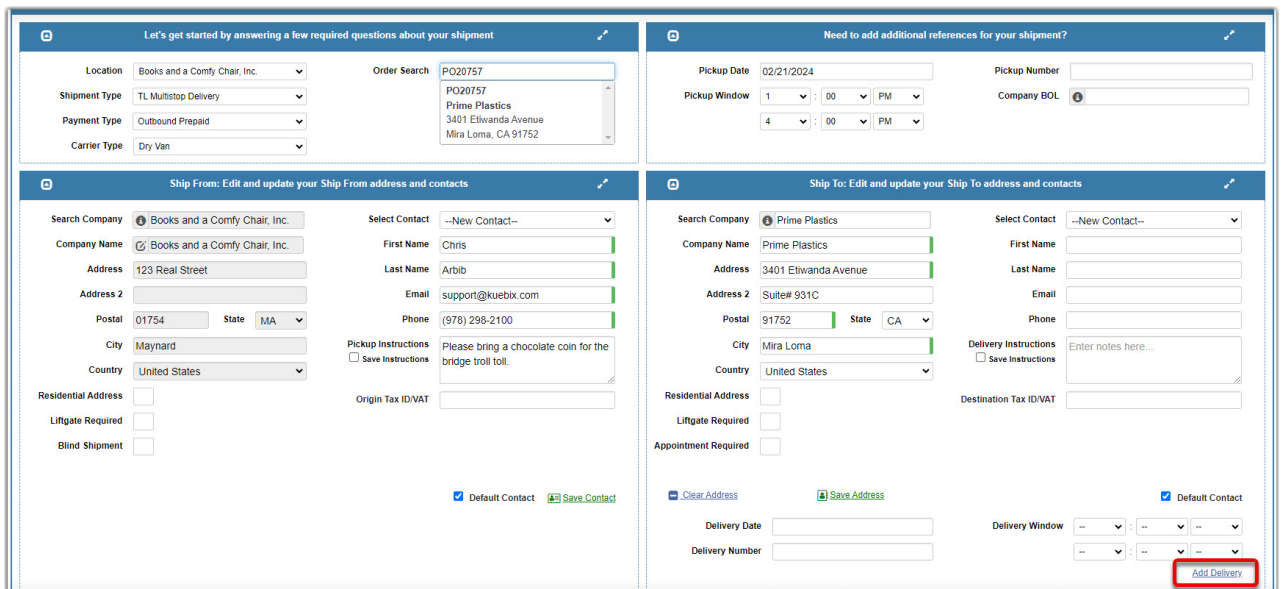


# Building a Truckload Multistop Shipment

You can use the **Ship It** page to build a Truckload Multistop Shipment for an order that was passed to Kuebix from your ERP system.

1. Go to the **Ship It** page.
2. For **Shipment Type**, select **TL Multistop Delivery** or **TL Multistop Pickup**.
3. In the **Order Search** field, type in your first order. When you select the order, all shipment information for the order will populate into the appropriate fields.

Please Note: Only information passed to Kuebix from your ERP system will be included on this Order.



The screenshot displays the 'Ship It' page interface, divided into four main sections:

- Top Left: 'Let's get started by answering a few required questions about your shipment'**
  - Location: Books and a Comfy Chair, Inc.
  - Order Search: PO20757
  - Shipment Type: TL Multistop Delivery
  - Payment Type: Outbound Prepaid
  - Carrier Type: Dry Van
- Top Right: 'Need to add additional references for your shipment?'**
  - Pickup Date: 02/21/2024
  - Pickup Window: 1:00 PM - 4:00 PM
  - Pickup Number: [Empty]
  - Company BOL: [Empty]
- Bottom Left: 'Ship From: Edit and update your Ship From address and contacts'**
  - Search Company: Books and a Comfy Chair, Inc.
  - Company Name: Books and a Comfy Chair, Inc.
  - Address: 123 Real Street
  - Postal: 01754, State: MA
  - City: Maynard
  - Country: United States
  - Select Contact: --New Contact--
  - First Name: Chris
  - Last Name: Arbib
  - Email: support@kuebix.com
  - Phone: (978) 298-2100
  - Pickup Instructions: Please bring a chocolate coin for the bridge troll toll.
  - Origin Tax ID/VAT: [Empty]
  - Buttons: Default Contact, Save Contact
- Bottom Right: 'Ship To: Edit and update your Ship To address and contacts'**
  - Search Company: Prime Plastics
  - Company Name: Prime Plastics
  - Address: 3401 Etowanda Avenue
  - Address 2: Suite# 931C
  - Postal: 91752, State: CA
  - City: Mira Loma
  - Country: United States
  - Select Contact: --New Contact--
  - Buttons: Clear Address, Save Address
  - Delivery Date: [Empty]
  - Delivery Window: [Empty]
  - Delivery Number: [Empty]
  - Buttons: Default Contact, Add Delivery (highlighted in red)

4. Enter the Delivery Date and Delivery Window, then click **Add Delivery/Add Pickup** to add this stop to your shipment.

**Delivery Date**

**Delivery Number**

**Delivery Window** -- ▾ : -- ▾ : -- ▾

-- ▾ : -- ▾ : -- ▾

[Add Delivery](#)

5. This address will create your first stop. Add the items that will be delivered to this location.

Stop Information									
Stops	Actions	Company	City	State	Postal	Weight	# HU's	# PKG's	Delivery Date & Time
1		Prime Plastics	Mira Loma	CA	91752	0	0	0	03/04/2024 9:00 AM - 5:00 PM

Enter Your Commodity Information

Stop # 1 ▾

**Use All Line Items**

<input type="checkbox"/>	PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Units To Ship
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it take...	8	8
<input type="checkbox"/>	PO20757	SF20215127	Skiling Service	Tuck and go m...	12	12
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it take...	8	8
<input type="checkbox"/>	PO20757	SF20215127	Skiling Service	Tuck and go m...	12	12
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it take...	8	8
<input type="checkbox"/>	PO20757	SF20215127	Skiling Service	Tuck and gom...	12	12
<input type="checkbox"/>	PO20757	SF20215127	Recycling Ser...	Recycling serv...	4	4

Add Total Stop Weight  Add Total Stop Tare Weight  Add Total Linear Feet

**Handling Units**

Handling Unit Type: Pallet(s) # HU's: 12 Total Weight: 1000 lbs

L (in): 40 x W (in): 48 x H (in): 48 UOM: in Stackable: Yes

[Add More Handling Units](#)

**Line Items**

<input type="checkbox"/>	PO Reference	SO Reference	SKU / Item Name	Description	Item Units	
<input type="checkbox"/>	PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it takes my breath av	8	Commodity Regulations
<input type="checkbox"/>	PO20757	SF20215127	Skiling Service	Tuck and go	12	Commodity Regulations
<input type="checkbox"/>	PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations
<input type="checkbox"/>	PO20757	SF20215127	Sailing Service	Sailing, it takes my breath av	8	Commodity Regulations
<input type="checkbox"/>	PO20757	SF20215127	Skiling Service	Tuck and go	12	Commodity Regulations
<input type="checkbox"/>	PO20757	SF20215127	Recycling Servi	Recycling service, processin	4	Commodity Regulations

Total Shipping Weight: 1000.0000

Total Cubic Feet: 639.96

Total Handling Units: 12

Total Packages: 0

6. Repeat steps 3-5 to add additional stops and items to this shipment.

7. Once all your stops are added, click **Contract Rates** to receive rates and book your shipment.